

MODERATOR GUIDE



MEETING OVERVIEW

Today you'll continue discussing the experience of not being taken seriously at work, and practicing strategies you can use to respond.

1. **Before you get started**, read all the way through this moderator guide and the accompanying slides so you know what to expect. You can print this guide for reference, or keep it open in a window on your computer.
2. **Read our Circle Fundamentals out loud** to remind everyone of our shared values:
 - *Confidentiality*: What happens in our Circle stays in our Circle. Trust is crucial.
 - *Communication*: Share openly and honestly. Listen with empathy, and make sure everyone gets a chance to speak.
 - *Commitment*: Be fully present and ready to engage.

3. Check in with each other (20 minutes)

Use the conversation starters below or make up your own. Try to stick to 30 to 45 seconds per person—to make sure everyone has a chance to speak, avoid slipping into conversation.

- My week has been...
- I'm looking forward to...
- I'm struggling with...
- Something that's been on my mind is...
- My update on my One Action from last month is...

OR Go around your Circle and have each member share an update on how they're feeling using the traffic light colors:


- Green (mostly good)
- Yellow (mixed feelings, unsure, or just OK)
- Red (mostly not doing great)

If they want to, members can also briefly share why they're feeling that way.


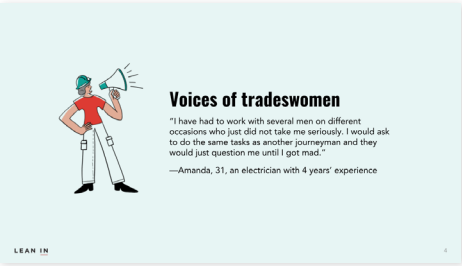


START sharing the deck for Meeting 7 using Zoom's screen share feature

4. Ask a volunteer to read the important reminders from slide 2 of the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Reminders:</p> <p>It's important to report serious concerns to a trusted authority. If you ever feel that you are unsafe or that you can't perform your job, bring your concern to a jobsite safety officer, union steward, or another authority figure you trust.</p> <p>These activities focus on strategies you can start using right now. We wish we didn't need to share these recommendations—but until there is true equality for women at work, you can use these strategies to confront everyday sexism and gender bias.</p> <p>There is no one "right" way to confront bias. If you have other strategies, feel free to share them with everyone.</p> <p>Bias isn't limited to gender. Women also experience biases due to their race, sexuality, a disability, or other parts of their identity.</p>

5. Review last month's discussion on being taken seriously at work (10 minutes). Go over slides 3–4 of the meeting deck, asking for a volunteer to read the content from each slide:

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Not being taken seriously is a problem for tradeswomen</p> <p>Many women in the trades find it challenging to be taken seriously at work, no matter how much experience they have. Jobs in the trades are traditionally seen as belonging to men, so tradeswomen have to work even harder to prove their abilities. And workers in the trades tend to change jobsites or crews frequently, which means tradeswomen constantly need to earn respect from new crews. This can cause tradeswomen to get less out of their work experience, and in some cases can even jeopardize their safety.</p>
	<p>Voices of tradeswomen</p> <p>"I have had to work with several men on different occasions who just did not take me seriously. I would ask to do the same tasks as another journeyman and they would just question me until I got mad."</p> <p>—Amanda, 31, an electrician with 4 years' experience</p>

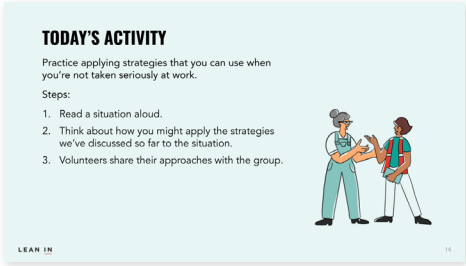
6. **Introduce new strategies for handling bias at work (5 minutes)**, referring to slides 5–6 in the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Today, we're going to continue talking about specific examples of not being taken seriously at work, and how you can handle them.</p> <p>Before we dive in, we'll discuss three new strategies you can use to deal with any kind of bias at work.</p>
	<p>I'll read a short description of each strategy aloud, and then ask for two volunteers to read the details.</p> <p>OR</p> <p>I'll read a short description of each strategy aloud, and then we'll all take a minute to read the details quietly to ourselves.</p> <p>I'll ask members who've used this strategy in the past to raise their hands, and invite a few volunteers to share their experiences.</p> <p>We'll go through these steps for both of today's strategies.</p>

TIP: Encourage Circle members to write down new strategies as they're introduced in each meeting. They can do this in a notebook, in a notes app on their phone, or in a blank document on their computer.

7. **Discuss this month's strategies (20 minutes)**, following the steps above and referring to slides 7–15 of the moderator deck.

8. Introduce today’s activity (5 minutes), referring to slide 16 in the meeting deck.

WHAT THEY’LL SEE	WHAT YOU’LL SAY
 <p>TODAY'S ACTIVITY</p> <p>Practice applying strategies that you can use when you're not taken seriously at work.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Read a situation aloud. 2. Think about how you might apply the strategies we've discussed so far to the situation. 3. Volunteers share their approaches with the group. <p>LEAN IN</p>	<p>For the rest of today’s meeting, we’re going to practice using the strategies we’ve learned so far to navigate the experience of not being taken seriously at work.</p> <p>I’ll read a situation aloud and ask for a volunteer to read an explanation of why it happens.</p> <p>We’ll have a minute to think about how we’d use one of the strategies we’ve discussed as a group (either in this meeting or a previous meeting) in this situation.</p> <p>I’ll ask a few people to share their approach with the group.</p> <p>We have four different situations to discuss, so we’ll go through these steps four times.</p>

9. Go through the activity (30 minutes), following the steps above and referring to slides 17–24 in the meeting deck.

10. Commit to a One Action (10 minutes)

At the end of your meeting, go around the Circle and share your “One Action”—one concrete thing you’re going to do at your jobsite or to practice a new skill. And be ready to tell the group about your progress at your next meeting!

11. Wrap up and remind members of next steps

End the meeting by thanking members for their participation and scheduling your next meeting. You can also remind members that they’ll receive a summary of the next meeting in an email from Lean In.